



employer advisor

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For real-time help, use our Live Chat feature in upper right-hand corner of <https://jobs.utah.gov/ui/employer/employerhome.aspx>



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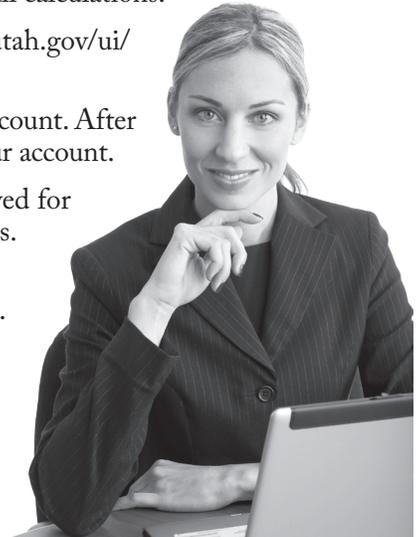


Electronic Filing has Advantages! Have you signed up?

Take advantage of our fast, accurate and easy to use online filing options for your next quarterly report. Your account is secure with use of a personal identification number (PIN). First time users will be prompted to create an account using their e-mail address and a self-selected password. After you enter your employees' wages, the website completes all calculations.

If you don't know your PIN, you can request it at <https://jobs.utah.gov/ui/employer/employerhome.aspx>.

- Use your assigned PIN the first time to gain access to your account. After that, use your email and a self-selected password to access your account.
- Enter each employee SSN and name only once. They are saved for future reporting and you will only need to enter future wages.
- Maintain a running total of individual wages. You have an accurate calculation of the taxable portion of the wages paid.
- Compute accurate contributions and pay online with an Electronic Funds Transfer (EFT) or by printing a Payment Coupon to mail with a check.
- Receive e-mail alerts regarding upcoming report due dates.



Visit our website at <https://jobs.utah.gov/UI/Employer/EmployerHome.aspx> to file your quarterly employer contribution and wage report.

Employers Must Report Work Refusals to Ensure Accurate Benefit Payments

As an employer, you must answer the following question on the Wage Information Request form mailed by our Benefit Payment Control (BPC) unit: "Has this individual refused any recall to work or available work?" This ensures that proper payments are issued to claimants. If the answer is yes, list the dates that the employee could have worked but refused. By rule, DWS must deny benefits to claimants for any week(s) in which the claimant refused suitable work due to an inability to work, regardless of the length of time the claimant was unable to work. When a claimant refuses any suitable work, the claimant is considered unavailable.

Examples include calling in sick for a scheduled shift, taking vacation time if work is available, being incarcerated or hospitalized or accepting an offer of work but not appearing for the first day of work. Claimants must report such occurrences when filing their weekly claims. Employers will reduce their overall benefit costs and assist in preserving the integrity of the Unemployment Insurance Trust Fund by reporting claimants who are unavailable for work. If you have questions, please contact DWS at 801-526-4400, option 4.

Wage Garnishments

Frequently asked questions about wage garnishments

DWS uses wage garnishments as a means to collect benefits that were overpaid to individuals. We often receive questions on how to process these garnishments. Here we address several of the most commonly asked questions:

- **What should I do if this person is no longer employed?**
If the employee in question is no longer employed and has been paid in full for all services, write "Terminated" on the top of the first page of the enclosed paperwork and return it in the enclosed self-addressed envelope. If the garnishment is not processed, please return the \$25 processing payment found in the packet.
- **Where do I find the total amount that the employee owes?**
In the section labeled, "Writ of Continuing Garnishment for Department of Workforce Services and Instructions," you will find the total garnishment balance on page two under number 2.
- **How should I calculate the garnishment amount?**
Included in the garnishment packet is the "Garnishee's answers to Interrogatories for Continuing Garnishment." This document will help you calculate the amount to withhold from each paycheck. You may also utilize the Utah Courts interactive worksheet. This will calculate the amount to withhold and prepare the Answers to Interrogatories for printing thereby saving you from having to handwrite the form. You may access this worksheet at: www.utcourts.gov/ocap/emp_garnishment
- **How often should I submit the Interrogatory?**
The Interrogatory should be completed every pay period. The Interrogatory is designed to calculate the amount to withhold from each paycheck while ensuring that the correct amounts are submitted to DWS. Both DWS and the employee being garnished should receive a copy of this form.
- **What if the employee has other garnishments?**
A writ of garnishment in favor of DWS or ORS has priority over other writs of continuing garnishments.



- **Does the garnishment expire?**
No, a Writ of Continuing Garnishment for DWS continues indefinitely until fully satisfied.
- **When should I begin the garnishment?**
After it is served, the garnishment should take affect with the most current pay period.
- **Where should I mail the payment?**
Garnished wage payments should be sent to:
Utah Department of Workforce Services
Attn: Collections
PO Box 143003
Salt Lake City, UT 84114

If you have more questions after being served with a garnishment for an employee, please contact the Collections Unit at (801)526-9235 or 1-800-222-2857 and select option 1.